



International Cleaning Experts

January 30 - 31, 2014

WELCOME LETTER

South Point Hotel
Las Vegas, NV

DEAR EXHIBITOR,

We are pleased to have been selected by Show Management as your Official Service Contractor to assist you in making sure your show participation is successful.

For online ordering go to: <https://xpert.boomerecommerce.com>

This exhibitor kit contains IMPORTANT information and order forms on the wide variety of services we offer, please review this kit carefully. If we are to serve you efficiently, it is most important that you fill out these forms and return them to us promptly.

DISCOUNTS on many decorating items and services can be realized if your orders are placed by the discount deadline dates. Please see order forms for applicable deadline dates.

XPERT EXPOSITION SERVICES requires payment in full at the time services are ordered. Purchase Orders are not considered advance payment. You can make payment by check, wire transfer or credit cards, we accept Visa, MasterCard and American Express. A credit card authorization form is enclosed for your convenience. This will be used to charge labor and material handling services not covered in your advance order. All materials are on a rental basis and remain the property of XPERT EXPOSITION SERVICES.

We realize that exhibiting in a convention can be a complicated and sometimes daunting task. It is our mission to provide you with a seamless planning process, a supporting infrastructure and be a solid information resource that will result in the successful execution of your event. Our customer service department is available to assist you with your needs prior to the event by calling 702-248-8007 8am – 5pm (PST) Monday – Friday or e-mail us at help@xpertexpo.com. Also you can visit us at show site at the Xpert Exposition Services Desk.

We look forward to serving you!

Sincerely,

XPERT EXPOSITION SERVICES

IMPORTANT: If this kit has been addressed to an individual not responsible for exhibit arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PARTY PROMPTLY.

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International Cleaning Experts

January 30 - 31, 2014

CRITICAL SHOW INFORMATION

South Point Hotel
Las Vegas, NV

Booth Information

Booth Package Includes:	8' High Back Drape (black) 3' High Side Drape (black) 7" x 44" ID Sign
Aisle Carpet:	Facility Carpet (multi-colored)

Exhibit Hall Hours

Exhibitor Installation:	Wednesday, January 29	12PM - 6PM
Show Hours:	Thursday, January 30	9AM - 5PM
	Friday, January 31	9AM - 4PM
Exhibitor Dismantle:	Friday, January 31	4PM- 10PM
All Out By:	Friday, January 31	10:00PM

All carriers must check in no later than 7PM on Friday, January 31, for freight pick up

Shipping Information

Advance Warehouse:

All materials shipped in advance to the warehouse must arrive by 1/22/2014.

c/o UPS Freight c/o Sunset Las Vegas
4120 W. Windmill Ln. Ste. 103
Las Vegas, NV 89139

Direct to Show Site

First day direct shipments will be accepted is 1/29/2014.

c/o Xpert Exposition Services
South Point Hotel
9777 Las Vegas Blvd. South
Las Vegas, NV, 89183

Important Dates / Deadlines

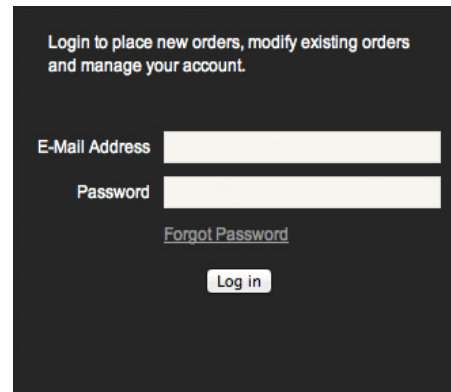
First day advance freight accepted:	12/30/2013
Discount price deadline for booth/furniture	1/10/2014
Last day advance freight accepted	1/22/2014
First day direct freight accepted	1/29/2014

ONLINE ORDERING INSTRUCTIONS

There are two options for accessing our convenient and secure online ordering system.

1. If you are the main contact provided to Xpert by your show management team, check your email, including your junk folder, for a direct link to <https://xpert.boomerecommerce.com>, our online ordering system. This Exhibitor Services email will provide the necessary login information needed to get started.

Enter your email address and password here:



Login to place new orders, modify existing orders and manage your account.

E-Mail Address



Password

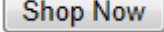
[Forgot Password](#)


Copying and pasting the password is suggested to eliminate errors.

-or-


2. Go to our website at www.xpertexpo.com

Click on  If you are not the main contact provided for the exhibiting booth, please click on  You will be required to supply both your company name and zip code to gain access and start placing orders.

Once you have located your company and set up your contact information, click on  in the “My Events” column next to the event you would like to place an order for.

Your shopping cart can be viewed by clicking  in the upper right hand side of the screen, at any time during the ordering process.

Helpful Hints:

If you would like to remove an item from your shopping cart, click the .

Special instruction can be added to clarify your order by clicking [Add Instruction](#) under any items ordered.

Change color of carpet, drape, or skirt or any required selections during ordering, click on [Edit Attributes](#) and proceed with changes.

After your order has been processed, you will have ability to attach any floor plans, set up instructions, or notes you feel necessary under **Available Options for your order #**



PAYMENT OPTIONS & POLICY

Payment Options

Please note, we require a valid Credit Card on file regardless of your preferred method of payment.

Payment by Credit Card

For your convenience, we accept MasterCard, Visa and American Express. Please submit your credit card information online or complete and submit Xpert's Payment Authorization form along with your orders when you are faxing or mailing them in. Credit Cards submitted are subject to charge for all goods and services provided by Xpert Exposition Services.

Payment by Company Check

Please mail your check along with your order forms to Xpert Exposition Services at the address listed below. If you are faxing your order forms, please include a signed Payment Authorization form and a photocopy of your check. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth number and Name of Show.

Payment by Third Party

If Xpert will be invoicing a third party, please complete and submit the Payment Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show conclusion should the third party default on payment. Exhibiting Company Credit Card is required.

Payment by Wire Transfer

Please call 702-248-8007 for wire transfer information.

International Exhibitors

International Exhibitors must make payment to Xpert for all amounts due in U.S. funds prior to show closing.

Payment Policy

General

In order for us to process your orders, we must have a valid Credit Card on file and full payment in advance of the show. Invoices showing activity to date will be prepared at the Xpert Service Desk for your review at show site. Final invoices can be requested via e-mail 14 days after show close.

Tax Exempt Status

If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.

Third Party Payment

Each exhibiting company is ultimately responsible for all charges incurred on its behalf. Xpert Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay (see third party payment).

Credits for Billing Discrepancies

Any requests for credits related to billing discrepancies must be addressed with Xpert within 30 days from the close the show.

Discount Pricing

To qualify for discount prices, full payment must be included with your order on or before the discount deadline date.

Standard Pricing

Order forms submitted after the advance discount deadline will be processed at the standard prices.

Cancellation of Items or Services

Twenty-four hour notice is required for cancellation of labor services. If such notice is not provided, a one hour minimum per laborer ordered will be charged. Items cancelled prior to exhibitor move in will not be charged, items cancelled after exhibitor move in begins will be charged at 50% of the price of the item.



International Cleaning Experts

January 30 - 31, 2014

PAYMENT AUTHORIZATION

Exhibiting Company Name

Booth Number

Contact Person

E-Mail

Credit Card Policy

I authorize Xpert Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If my credit card is declined, Standard Show Site Rate prevails and a \$25.00 service charge will be added.
Please note: **By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.**

Exhibiting Company Payment Authorization

Services To Be Invoiced To Exhibitor

- ☐ All Xpert Services ☐ Furniture & Carpet ☐ Material Handling ☐ Booth Cleaning & Porter Service
☐ Booth Labor ☐ Other _____

Payment type: ☐ MasterCard ☐ Visa ☐ American Express ☐ Check \$ _____

Account Number

Exp. Date

Security Code

--	--	--	--	--	--

CARDHOLDER NAME (PLEASE PRINT)

BILLING ADDRESS

CITY

STATE

ZIP

COUNTRY

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME (please print)

DATE

Third Party Payment Authorization

Services To Be Invoiced To Third Party

- ☐ All Xpert Services ☐ Furniture & Carpet ☐ Material Handling ☐ Booth Cleaning & Porter Service
☐ Booth Labor ☐ Other _____

Payment type: ☐ MasterCard ☐ Visa ☐ American Express ☐ Check \$ _____

Account Number

Exp. Date

Security Code

--	--	--	--	--	--

CARDHOLDER NAME (PLEASE PRINT)

BILLING ADDRESS

CITY

STATE

ZIP

COUNTRY

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME (please print)

DATE



International Cleaning Experts

January 30 - 31, 2014

SHIPPING ADDRESSES

South Point Hotel Las Vegas, NV

Advance Shipments to Warehouse

Address

To: (Exhibiting Company and booth number)

For: International Cleaning Experts

UPS Freight c/o Sunset Las Vegas
4120 W. Windmill Ln. Ste. 103
Las Vegas, NV 89139

Information

Advance shipments are accepted from 12/30/2013
through 1/22/2014.

Direct Shipments to Show Site

Address

To: (Exhibiting Company and booth number)

For: International Cleaning Experts

Xpert Exposition Services
South Point Hotel
9777 Las Vegas Blvd. South
Las Vegas, NV, 89183

Information

First day direct shipments will be accepted is
1/29/2014.

Any shipment arriving prior to 1/29/2014 may not
be accepted and is subject to additional handling
fees.

From:

International Cleaning Experts

To: UPS Freight c/o Sunset Las Vegas
4120 W. Windmill Ln. Ste. 103
Las Vegas, NV 89139

Company Name: _____

Booth Number: _____

Piece # _____ of _____

A *RUSH*
EXHIBIT MATERIAL

From:

International Cleaning Experts

To: UPS Freight c/o Sunset Las Vegas
4120 W. Windmill Ln. Ste. 103
Las Vegas, NV 89139

Company Name: _____

Booth Number: _____

Piece # _____ of _____

A *RUSH*
EXHIBIT MATERIAL

From:

International Cleaning Experts

To: UPS Freight c/o Sunset Las Vegas
4120 W. Windmill Ln. Ste. 103
Las Vegas, NV 89139

Company Name: _____

Booth Number: _____

Piece # _____ of _____

A *RUSH*
EXHIBIT MATERIAL

From:

International Cleaning Experts

To: UPS Freight c/o Sunset Las Vegas
4120 W. Windmill Ln. Ste. 103
Las Vegas, NV 89139

Company Name: _____

Booth Number: _____

Piece # _____ of _____

A *RUSH*
EXHIBIT MATERIAL

**DIRECT
SHIPMENT**



From:

International Cleaning Experts

To: Xpert Exposition Services
South Point Hotel
9777 Las Vegas Blvd. South
Las Vegas, NV, 89183

Company Name: _____

Booth Number: _____

Piece # _____ of _____

D ***RUSH***
EXHIBIT MATERIAL

**DIRECT
SHIPMENT**



From:

International Cleaning Experts

To: Xpert Exposition Services
South Point Hotel
9777 Las Vegas Blvd. South
Las Vegas, NV, 89183

Company Name: _____

Booth Number: _____

Piece # _____ of _____

D ***RUSH***
EXHIBIT MATERIAL

**DIRECT
SHIPMENT**



From:

International Cleaning Experts

To: Xpert Exposition Services
South Point Hotel
9777 Las Vegas Blvd. South
Las Vegas, NV, 89183

Company Name: _____

Booth Number: _____

Piece # _____ of _____

D ***RUSH***
EXHIBIT MATERIAL

**DIRECT
SHIPMENT**



From:

International Cleaning Experts

To: Xpert Exposition Services
South Point Hotel
9777 Las Vegas Blvd. South
Las Vegas, NV, 89183

Company Name: _____

Booth Number: _____

Piece # _____ of _____

D ***RUSH***
EXHIBIT MATERIAL



OLD Dominion Tradeshow Services

ICE EXPO 2014

Old Dominion is the preferred carrier for this show. OD offers a convenient, hassle free shipping service. Please contact OD Tradeshow Services to get the preferred show discount to ship to the advance warehouse or direct to show site for the **ICE EXPO 2014**.

If you would like to arrange shipping or receive a quote from OD Tradeshow Services please call 877-358-6918 or email Trade.Show@odfl.com. If you need additional information please visit www.odfl.com/expo.



Get your show on the road at the speed of OD.

Tradeshows are hectic. You know that better than anybody. With expedited delivery through OD Expo Services, we'll alleviate the stress that comes with tradeshow logistics by seamlessly delivering your materials on time. Wherever it needs to go, it will get there with the help of flexible transit times and industry-leading technology. Not to mention the confidence that comes with over 75 years of LTL experience and over 220 nationwide service centers. At OD, expedited delivery is more than a service. It's a promise.



OD-DOMESTIC

OD-EXPEDITED

OD-PEOPLE

OD-GLOBAL

OD-TECHNOLOGY

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odfl.com/expo | 877.358.6918

**HELPING THE WORLD
KEEP PROMISES.**



OD Tradeshows Services

OD Tradeshows Services, we'll alleviate the stress that comes with tradeshows logistics by seamlessly delivering your materials on time. Wherever it needs to go, it will get there with the help of flexible transit times and industry-leading technology.

OD superior customer service and worry-free dependability you've come to expect from Old Dominion for your trade show logistics.



Our experience in the LTL industry paired with our nationwide service center network makes OD the perfect choice for securely getting your show materials where you promised they'd be. On time. On budget.

You already know us from our best-in-class service with one of the best on time and lowest claims ratios in the industry. The kind of genuine, one-on-one dedication you only get from Old Dominion.

OD Tradeshows is ready to help you and here's how we help keep our promise:

- 99% on-time delivery to all 48 states
- over 221 Service Centers Nationwide
- Flexible Transit Times for specific day delivery
- Expedited Service
- The Latest Technology including EDI, Handhelds and dock yard management
- Online Rate Quotes and tracking
- Online trade show Bill of Lading forms
- Scheduled pickups anytime, anywhere
- Smartway-certified fleet

Superior customer service. Decades of experience. The know-how and integrity to get the job done right. Old Dominion is ready to put all that to work to take the stress and complexity out of your next trade show move.

And that's a promise.



Get your show on the road at the speed of OD.

Tradeshows are hectic. You know that better than anybody. With expedited delivery through OD Expo Services, we'll alleviate the stress that comes with tradeshows logistics by seamlessly delivering your materials on time. Wherever it needs to go, it will get there with the help of flexible transit times and industry-leading technology. Not to mention the confidence that comes with over 75 years of LTL experience and over 220 nationwide service centers. At OD, expedited delivery is more than a service. It's a promise.



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**HELPING THE WORLD
KEEP PROMISES.**



International Cleaning Experts

January 30 - 31, 2014

MATERIAL HANDLING COSTS

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Advance Shipments to Warehouse

Crated
Shipment Weight _____ cwt x \$70.00 per 100 lbs.**
= \$ _____

Crated Additional Handling*
Shipment Weight _____ cwt x \$91.00 per 100 lbs.**
= \$ _____

* Uncrated shipments will NOT be accepted at the Advance Warehouse.
**200 lb. minimum

Direct Shipments to Show Site

Crated
Shipment Weight _____ cwt x \$66.00 per 100 lbs.**
= \$ _____

Crated Additional Handling
Shipment Weight _____ cwt x \$84.00 per 100 lbs.**
= \$ _____

Uncrated Additional Handling
Shipment Weight _____ cwt x \$108.00 per 100 lbs.**
= \$ _____

**200 lb. minimum

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.

Cost Estimate

Material Handling	\$
Estimated Additional Charges	\$
Total Estimated Material Handling	\$

Rate Classifications

Crated - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Additional Handling - Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation (including weight tickets) and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.

Uncrated - Material that is shipping loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Small Packages - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Additional Fees May be Applicable

Off-Target - Direct Shipments that do not arrive on the date or time assigned, will be charged an additional 30% per cwt.

Late to Warehouse Fee - Shipments arriving after "date" will be charged an additional 30% per cwt.

Early Shipments to Warehouse - Any shipment arriving prior to "date" will be charged an additional 30% per cwt.

Shipments Returned to Warehouse - Shipments returned to the warehouse at close of the show will be charged an additional \$50 per cwt (1,000 lb. minimum). Shipments not picked up from the warehouse within 72 hours will be charged for storage.

Overtime

Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays. Please check Critical Show Information page. Based upon the material handling rates quoted above, a 30% surcharge per cwt for each occurrence will apply if:

Shipments are received on overtime.

Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond Xpert's control, is moved into show site on overtime.

Your shipment is moved into or out of show site on overtime due to scheduling beyond Xpert's control.



International Cleaning Experts

January 30 - 31, 2014

MATERIAL HANDLING AUTHORIZATION

Company Name _____

Booth Number _____

Advance Shipments to Warehouse

Crated

Shipment Weight _____ cwt x \$70.00 per 100 lbs.**
= \$ _____

Crated Additional Handling*

Shipment Weight _____ cwt x \$91.00 per 100 lbs.**
= \$ _____

* *Uncrated shipments will NOT be accepted at the Advance Warehouse.*

**200 lb. minimum

Direct Shipments to Show Site

Crated

Shipment Weight _____ cwt x \$66.00 per 100 lbs.**
= \$ _____

Crated Additional Handling

Shipment Weight _____ cwt x \$84.00 per 100 lbs.**
= \$ _____

Uncrated Additional Handling

Shipment Weight _____ cwt x \$108.00 per 100 lbs.**
= \$ _____

**200 lb. minimum

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.

Rate Classifications

Crated - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Additional Handling - Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation (including weight tickets) and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.

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Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays. Please check Critical Show Information page.

Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond Xpert's control, is moved into show site on overtime.

Your shipment is moved into or out of show site on overtime due to scheduling beyond Xpert's control.

By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME (please print)

DATE

MATERIAL HANDLING POLICY

Weight Tickets

In the event that no weight is indicated on the delivery documents presented, Xpert shall estimate the weight, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

Overtime Charges

An overtime surcharge per cwt, for each occurrence, will apply if:

- Shipments are received on overtime.*
- Advance shipment to the warehouse is received during straight time hours, but due to scheduling conflicts beyond Xpert's control, is moved into show site on overtime.
- Shipment is moved into or out of show site on overtime due to scheduling conflicts beyond Xpert's control.

Overtime is:

- Monday through Friday before to 8:00 a.m. and after 4:30 p.m.
- All day Saturday, Sunday, and observed union holidays

Inbound Shipment(s)

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth. Xpert Exposition Services recommends hiring security services from the facility or Show Management.

Outbound Shipment(s)

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. Xpert highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Xpert by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Xpert and the actual count of such items in the booth at the time of pick up.

Material Handling Forms covering outgoing shipments that are furnished to Xpert by exhibitors will be checked at the time of actual pick up from booth and corrections made where discrepancies occur.

Xpert shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control.

If found liable for any loss, XPERT'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,000.00 (USD) per shipment, whichever is less.

Xpert shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Xpert by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time that they leave exhibitor's company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the show floor without forwarding instructions turned into the Xpert Service Desk, will be shipped on show carrier or returned to warehouse pending re-routing, at the exhibitors expense. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED. XPERT RESERVES THE RIGHT TO SHIP MATERIALS IF CARRIERS DO NOT CHECK IN BY THE APPOINTED DATE AND TIME. XPERT CAN NOT GUARANTEE PICK UP TIMES FOR EXHIBITOR APPOINTED CARRIERS. ALL SHIPMENTS ARE MOVED OUT OF THE EXHIBIT HALL AT XPERT'S DISCRETION.

MATERIAL HANDLING HINTS

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors. We will try to explain what drayage is and how rates are established, which may help you save money and avoid unnecessary surcharges.

What is "Material Handling/Drayage"? – The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

Can I carry my own materials to my booth? – Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

How are rates determined? – Drayage charges are based on a number of factors including Union labor rates, facility dock access, and the show schedule, to name just a few. Xpert Exposition Services is a Union company and therefore must use Union labor to move freight. These rates vary from city to city.

Tips on how you can save money! – Read the shipping and material handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed an additional handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

How is the weight of my shipment determined? – Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Xpert Exposition Services reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. If you would like the materials reweighed by Xpert Exposition Services to verify weights, there will be an additional charge.

Small shipments vs. large shipments: Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the advance warehouse or directly to show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

Advance warehouse vs. direct to show site shipments: In general, it is best to ship your materials to the advance warehouse address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Should I insure my exhibit? – The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

Finally:

- Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- Always ship your materials crated; loose or pad-wrapped items are assessed special handling fees.
- Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.



International Cleaning Experts

January 30 - 31, 2014

BOOTH LABOR

Discount Price Deadline 1/10/2014

Company Name

Booth Number

Contact Person

E-Mail

Labor

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m.

Exhibitor must check in at the Xpert Service Desk to notify Xpert that they are ready for labor and upon completion of work.

Orders placed after 1/10/2014: Add 30% to hourly rates.

LABOR RATES:

Straight time 65.00

Overtime: \$91.00

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

All rates are charged at a one-hour minimum per laborer, 30 minute increments after the first hour.

Date & Time installation	# of Laborers	Total Hours	Hourly Rate	Total Cost
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<input type="checkbox"/> Xpert Supervision* on installation labor				
dismantle				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<input type="checkbox"/> Xpert Supervision* on dismantle labor				

Total Estimated Costs

\$

*Xpert Supervision

Our fee for this service is 50% of exhibitor's total labor bill.

In order to perform the labor without exhibitor's representative present, Xpert must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form.

Exhibitor must also fill out Outbound Shipping Instructions page.

Company Representative

Cell Phone Number

Please note:

Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.

By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.



International Cleaning Experts

January 30 - 31, 2014

OUTBOUND SHIPPING INSTRUCTIONS

Xpert Exposition Supervised Labor Only

Company Name

Booth Number

Contact Person

E-Mail

Outbound Shipping Instructions

Please complete this section only if Xpert Exposition will be supervising booth labor.

At close of show, exhibitor freight will be shipped to the following address:

If your freight is being forwarded to another show, be sure to include the name of show and your booth number.

Company Name / Show

Booth #

Address

City

State

Zip

Country

Attention:

Phone

Fax

SHIPPING METHOD

☐ AIR

Name of Carrier

☐ GROUND

Please note:

If an exhibitor is not using the official show freight carrier, the exhibitor is responsible for arranging for carrier to pick up at close of show.

If no carrier is named or carrier does not show up, Xpert will ship via the official show carrier at exhibitors expense.

Xpert cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Xpert's discretion.



International Cleaning Experts

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EXHIBITOR APPOINTED CONTRACTOR NOTIFICATION

Exhibiting Company Name

Booth Number

Contact Person

E-Mail

Authorization

Exhibiting Company will be utilizing the services of the following Exhibitor-Appointed Contractor(s) (EACs).

Exhibiting Company will notify the EAC that a General Liability Insurance Certificate is required by Show Management no later than 1/10/2014.

EAC COMPANY NAME

EAC CONTACT NAME

STREET ADDRESS

CITY

STATE

ZIP

COUNTRY

TELEPHONE

FAX

EMAIL

Services to be provided

- ☐ All Xpert Services ☐ Furniture & Carpet ☐ Material Handling ☐ Booth Cleaning & Porter Service
☐ Booth Labor ☐ Other _____

Is this company authorized to order services on your behalf? ☐ YES ☐ NO

Is this company responsible for charges incurred for the show? ☐ YES* ☐ NO

*If yes, both parties must complete and sign the Third Party Payment form.

I hereby authorize the companies noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Management Rules and Regulations as noted in the Exhibitor Contract and this Service Manual and agree to abide by the same.

PRINT NAME

SIGNATURE

DATE

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
01/01/03

PRODUCER ABC Insurance Agency 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSUREERS AFFORDING COVERAGE
INSURED Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819	INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	000P98298-A11	01/01/08	01/01/09	EACH OCCURENCE	\$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$ 300,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 10,000
	<input type="checkbox"/>				PERSONAL & ADV INJURY	\$1,000,000
	<input type="checkbox"/>				GENERAL AGGRREGATE	\$2,000,000
	GENERAL AGGREGATE LIMIT APPLIES PER				PRODUCTS-COMP/OP AGG	\$2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
B	AUTOMOBILE LIABILITY	SKLS-029499S	01/01/08	01/01/09	COMBINED SINGLE LIMIT	\$1,000,000
	<input checked="" type="checkbox"/> ANY AUTO				(Ea accident)	
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY	\$
	<input type="checkbox"/> SCHEDULED AUTOS				(Per person)	
	<input checked="" type="checkbox"/> HIRED AUTOS				BODILY INJURY	\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS				(Per accident)	
	<input type="checkbox"/>				PROPERTY DAMAGE	\$
	GARAGE LIABILITY				(Per accident)	
	<input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT	\$1,000,000
	<input type="checkbox"/>				OTHER THAN AUTO ONLY:	\$ \$1,000,000
A	UMBRELLA/EXCESS LIABILITY	XL1234567	01/01/08	01/01/09	EACH OCCURENCE	\$1,000,000
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$1,000,000
	<input type="checkbox"/> DEDUCTIBLE					\$
	<input type="checkbox"/> RETENTION \$					\$
						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/08	01/01/09	X WC STATU-ORY LIMITS	OTHER
					E.L. EACH ACCIDENT	\$1,000,000
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000
					E.L. DISEASE -POLICY LIMIT	\$1,000,000
D	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Xpert Exposition Services (Official Service Provider) is hereby named as additional insured, except for Workers' Compensation.
Xpert Exposition Services and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Xpert Exposition Services, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Xpert shall be excess and non-contributory.

CERTIFICATE HOLDER	X	ADDITIONAL INSURED; INSURER LETTER: X	CANCELLATION
Xpert Exposition Services 3455 W. Sunset Rd. Suite L Las Vegas, NV 89118			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE John Smith, CIC John Smith, CIC



International Cleaning Experts

January 30 - 31, 2014

FORKLIFT LABOR

Discount Price Deadline 1/10/2014

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Forklift Labor

Forklift labor usually includes a forklift and operator; however, determining a crew size is at the discretion of the official service contractor and may require an additional laborer at the labor rates outlined on the Booth Labor page.

Exhibitors ordering forklift to assemble displays or for uncrating, unskidding, positioning and reskidding equipment or machinery will need to estimate their needs below.

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m.

Exhibitor must check in at the Xpert Service Desk to pick up forklift crew ordered, and check out at the Xpert Service Desk upon completion of work.

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request (additional pricing to be determined).

FORKLIFT RATES: Straight time 215.00

Overtime: 301.00

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

Orders placed on show site: Add 30% to hourly rates.

All rates are charged at a one-hour minimum per crew, 30 minute increments after the first hour.

Date & Time installation	# of Forklifts	Total Hours	Hourly Rate	Total Cost
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
dismantle				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Estimated Costs				\$

Description of Work to be performed: _____

Describe largest piece to be handled:

Weight _____ lbs. Dimensions: Length _____ Width _____ Depth _____

Height to be placed _____

Show site contact: _____
NAME

CELL

Please note:

Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.

By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.



International Cleaning Experts

January 30 - 31, 2014

ACCESSIBLE STORAGE DURING SHOW

Exhibitor must sign up for accessible storage at the Xpert Service Desk on-site.

accessible storage is unsecured

Set-Up Fee

There is a one time set up fee of \$105.00

Storage Fee

Based upon square footage required for storage

Up to 32 square feet	\$105.00 per day
32 to 64 square feet	\$155.00 per day
64 to 96 square feet	\$205.00 per day
96 to 128 square feet	\$255.00 per day
128 to 160 square feet	\$305.00 per day

Labor

Each time you access your materials, you will be charged a minimum of one-half hour of labor according to the hourly rates indicated on the booth labor form.

FURNITURE & ACCESSORIES



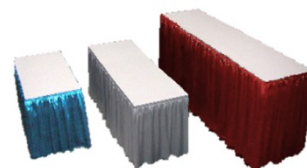
Side Chair



Barstool



36" x 30" High Conference Table



Tables with Skirting



Chrome Bag Stand



Chrome Sign Stand



Literature Rack



Stanchion
(includes 7' retractable cord)



Tripod Easel



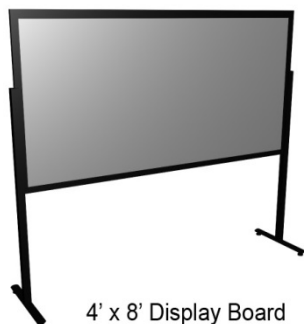
Garment Rack



Raffle Drum



Wastebasket



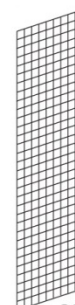
4' x 8' Display Board



8' Upright Pole & Base



6' - 10' Crossbar



2'x8' Gridwall



International Cleaning Experts

January 30 - 31, 2014

STANDARD FURNITURE

Discount Price Deadline 1/10/2014

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Standard Furniture

Seating

	Quantity	Discount Price	Standard Price	Extended Price
Side Chair	_____	\$66.00	\$85.80	\$ _____
Barstool	_____	\$116.40	\$151.32	\$ _____

Round Tables

	Quantity	Discount Price	Standard Price	Extended Price
36" x 30" High Conference Table	_____	\$226.80	\$294.84	\$ _____
36" x 40" High Cocktail Table	_____	\$250.80	\$326.04	\$ _____

30" Tables

4' x 2' x 30" High Table (unskirted)	_____	\$75.60	\$98.28	\$ _____
6' x 2' x 30" High Table (unskirted)	_____	\$99.60	\$129.48	\$ _____
8' x 2' x 30" High Table (unskirted)	_____	\$123.60	\$160.68	\$ _____

40" Tables

4' x 2' x 40" High Table (unskirted)	_____	\$86.40	\$112.32	\$ _____
6' x 2' x 40" High Table (unskirted)	_____	\$114.00	\$148.20	\$ _____
8' x 2' x 40" High Table (unskirted)	_____	\$141.60	\$184.08	\$ _____
Draped Riser (white only) <input type="checkbox"/> 4' <input type="checkbox"/> 6'	_____	\$67.20	\$87.36	\$ _____

Table skirting

Skirting Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Red ☐ Silver ☐ Teal ☐ White

If choosing more than one color, please note specifics _____

	Quantity	Discount Price	Standard Price	Extended Price
30" Table Skirting (3 sides)	_____	\$46.80	\$60.84	\$ _____
40" Table Skirting (3 sides)	_____	\$58.80	\$76.44	\$ _____
30" Table Skirting (4 th side)	_____	\$46.80	\$60.84	\$ _____
40" Table Skirting (4 th side)	_____	\$58.80	\$76.44	\$ _____

Total Costs	\$
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Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.



International Cleaning Experts

January 30 - 31, 2014

FURNITURE ACCESSORIES

Discount Price Deadline 1/10/2014

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Furniture Accessories

	Quantity	Discount Price	Standard Price	Extended Price
Chrome Bag Stand	_____	\$114.00	\$148.20	\$ _____
22" x 28" Chrome Sign Stand	_____	\$106.80	\$138.84	\$ _____
4' x 8' Display Board	_____	\$196.80	\$255.84	\$ _____
4' x 8' Peg Board	_____	\$196.80	\$255.84	\$ _____
2' x 8' Grid Wall	_____	\$104.40	\$135.72	\$ _____
Grid Wall Feet (set of two)	_____	\$25.00	\$25.00	\$ _____
Garment Rack	_____	\$118.80	\$154.44	\$ _____
Literature Stand	_____	\$117.60	\$152.88	\$ _____
Raffle Drum	_____	\$111.60	\$145.08	\$ _____
Stanchion (includes 7' retractable cord)	_____	\$87.60	\$113.88	\$ _____
Tripod Easel	_____	\$44.40	\$57.72	\$ _____
8' Upright Pole & Base	_____	\$31.20	\$40.56	\$ _____
6' – 10' Crossbar	_____	\$31.20	\$40.56	\$ _____
Wastebasket	_____	\$22.80	\$29.64	\$ _____

BOOTH DRAPE

Drape Color ☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Red ☐ Silver ☐ Teal ☐ White

	Quantity	Discount Price	Standard Price	Extended Price
8' high drape – backdrop (per linear foot)	_____	\$18.00	\$23.40	\$ _____
3' high drape – siderail (per linear foot)	_____	\$14.40	\$18.72	\$ _____
End Cap	_____	\$54.00	\$70.20	\$ _____

Total Costs	\$
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Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.



International Cleaning Experts

January 30 - 31, 2014

BOOTH CARPET

Discount Price Deadline 1/10/2014

Company Name

Booth Number

Contact Person

E-Mail

Standard Carpet

Carpet Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal

	Quantity	Discount Price	Standard Price	Extended Price
10' x 10'	_____	\$144.00	\$187.20	\$ _____
10' x 20'	_____	\$288.00	\$374.40	\$ _____
10' x 30'	_____	\$432.00	\$561.60	\$ _____
10' x 40'	_____	\$576.00	\$748.80	\$ _____
10' x 50'	_____	\$720.00	\$936.00	\$ _____

Custom Cut Carpet

Carpet Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal

	Size	Sq. Ft.	Discount Price	Standard Price	Extended Price
Per Square Foot (minimum 100 ft.)	____ X ____ =	_____ X	\$2.40 or	\$3.12 =	\$ _____

Plush Carpet

Carpet Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal ☐ White

	Size	Sq. Ft.	Discount Price	Standard Price	Extended Price
Per Square Foot (minimum 100 ft.)	____ X ____ =	_____ X	\$3.30 or	\$4.29 =	\$ _____

Accessories

	Size	Sq. Ft.	Discount Price	Standard Price	Extended Price
Padding (1/2 inch foam)					
Per Square Foot (minimum 100 ft.)	____ X ____ =	_____ X	\$1.40 or	\$1.82 =	\$ _____
Double Padding (1 inch foam)					
Per Square Foot (minimum 100 ft.)	____ X ____ =	_____ X	\$2.75 or	\$3.58 =	\$ _____
Visqueen (3 mil)					
Per Square Foot (minimum 100 ft.)	____ X ____ =	_____ X	\$0.95 or	\$1.24 =	\$ _____

Total Costs	\$
--------------------	-----------

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

SHOWCASE RENTAL

Discount Price Deadline 1/10/2014

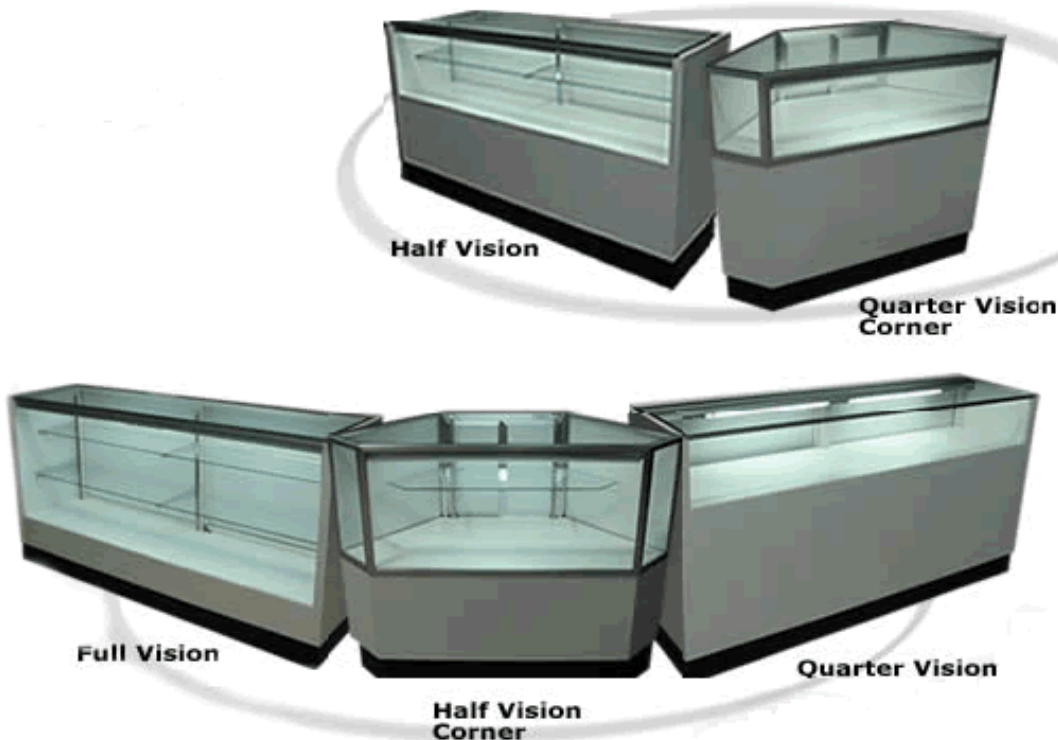
Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Standard Showcase



Size	View			Quantity	Discount Price	Standard Price	Extended Price
4'	<input type="checkbox"/> full	<input type="checkbox"/> half	<input type="checkbox"/> quarter	_____	\$402.00	\$522.60	\$_____
5'	<input type="checkbox"/> full	<input type="checkbox"/> half	<input type="checkbox"/> quarter	_____	\$414.00	\$538.20	\$_____
6'	<input type="checkbox"/> full	<input type="checkbox"/> half	<input type="checkbox"/> quarter	_____	\$426.00	\$553.80	\$_____
Corner	<input type="checkbox"/> half	<input type="checkbox"/> quarter		_____	\$414.00	\$538.20	\$_____
Total Costs							\$_____

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

BOOTH RENTAL

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____



PACKAGE A



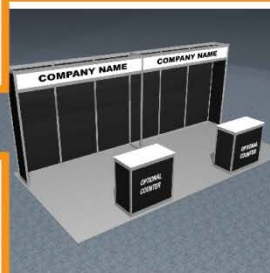
PACKAGE D



PACKAGE G



PACKAGE B



PACKAGE C



PACKAGE E



PACKAGE F



PACKAGE H

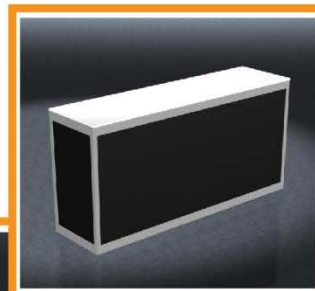
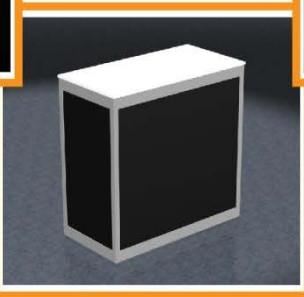
ACCESSORIES

ARM LIGHT



SHELF

1M COUNTER



2M COUNTER

CURVED COUNTER





International Cleaning Experts

January 30 - 31, 2014

BOOTH RENTAL

Discount Price Deadline 1/10/2014

	Discount Price	Standard Price	Extended Price
Package A • header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included)	\$1614.00	\$2098.20	_____
Package B • header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included)	\$2196.00	\$2854.80	_____
Package C • header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included)	\$2454.00	\$3190.20	_____
Package D • header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included)	\$3068.40	\$3988.92	_____
Package E • header sign (not backlit) • standard color carpet • 5 arm lights (electrical labor & power not included) • 1 custom curved counter • 5 – 1 meter shelves	\$3894.00	\$5062.20	_____
Package F • header sign (not backlit) • standard color carpet • 4 arm lights (power not included) • 6 – 1 meter shelves	\$3780.00	\$4914.00	_____
Package G • header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters • 4 barstools	\$3894.00	\$5062.20	_____
Package H • header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters • 4 barstools	\$4734.00	\$6154.20	_____

Total Costs	\$
--------------------	-----------

Header copy:

Text color: ☐ Black ☐ Blue ☐ Red ☐ Grey

Panel color: ☐ White ☐ Black ☐ Grey ☐ Grey Fabric (Velcro friendly) ☐ Black Fabric (Velcro friendly)

Carpet color: ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.



International Cleaning Experts

January 30 - 31, 2014

BOOTH RENTAL ACCESSORIES

Discount Price Deadline 1/10/2014

Company Name

Booth Number

Contact Person

E-Mail

Booth Rental Accessories

	Quantity	Discount Price	Standard Price	Extended Price
Arm lights	_____	\$78.00	\$101.40	
\$ _____				
1 meter shelf	_____	\$58.80	\$76.44	\$ _____
1 meter counter	_____	\$294.00	\$382.20	\$ _____
1 meter curved counter	_____	\$414.00	\$538.20	\$ _____
2 meter counter	_____	\$450.00	\$585.00	\$ _____
Sliding door lock for counter	_____	\$21.60	\$28.08	\$ _____
Total Costs				\$ _____

Please indicate shelf height and panel position. If no height is given, the shelves will be set at 48" high. Any changes will require additional labor.

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Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.



International Cleaning Experts

January 30 - 31, 2014

CUSTOM SIGNAGE

Discount Price Deadline 1/10/2014

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Signage

	Quantity	Discount Price	Standard Price	Extended Price
8 1/2" x 11"	_____	\$46.80	\$60.84	\$ _____
7" x 44"	_____	\$63.60	\$82.68	\$ _____
14" x 22"	_____	\$70.80	\$92.04	\$ _____
22" x 28"	_____	\$106.80	\$138.84	\$ _____
28" x 44"	_____	\$176.40	\$229.32	\$ _____

* Prices are based on one color copy on white background, 10 words or less per sign. Signs will be digitally printed or in vinyl, applied to Show Card or Foam Core depending upon size. The method used is at the discretion of Xpert Exposition Services.

Indicate Sign Copy Here (print or type)

Choose layout:

☐ Horizontal

☐ Vertical

OPTIONS

	Quantity	Discount Price	Standard Price	Extended Price
Over 10 Words (per word)	_____	\$1.90	\$2.47	\$ _____
Multi Color Copy (colors _____)	_____	\$18.00	\$23.40	\$ _____
Easel back (per sign)	_____	\$9.00	\$11.70	\$ _____

Add your company's logo / image. Artwork must be supplied by customer. If work has to be done by Xpert (i.e., scanning of artwork), there will be additional charges added. Please send all logos and/or artwork as well as any questions or quote requests to graphics@xpertexpo.com.

Sub Total \$ _____

Add 8.1% Tax \$ _____

Total Costs	\$
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Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

UNION GUIDELINES**UNION JURISDICTION IN LAS VEGAS, NEVADA****LAS VEGAS SHOW SITE WORK RULES**

To simplify show preparation, we are certain you will appreciate knowing in advance that Union Labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

EXHIBIT LABOR

Teamsters Local 631 has jurisdiction through a labor agreement with all contractors for the erection, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative materials from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed. If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

DEFINITION OF EXHIBITS THAT FULL-TIME COMPANY PERSONNEL MAY SET: 10 X 10, 10 X 20, KNOWN AS MOM & POP POP-UPS (NO GEM WALLS OR HARD WALL EXHIBITS MAY BE SET BY EXHIBITOR.

Teamsters Local 631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance, or repairs of your machinery or products.

FREIGHT HANDLING

Teamsters Local 631 has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Union also has the jurisdiction of the unloading, uncrating, un-skidding, leveling, painting, and assembly of machinery and equipment and the reverse process. The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. An exhibitor may "hand carry" merchandise and "pop-ups" only provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an exhibitor chooses to "hand carry" materials they must utilize the hand carry doors. They are not permitted access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details. Exhibitors are allowed one hand carry trip only, multiple hand carry trips in and out of the facility are not permitted. Exhibitors may deliver materials to the loading dock/freight doors in their own personal vehicle with the following restrictions: 1) the General Contractor has complete control of the loading dock at all times; 2) exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicles may be towed; 3) all material must be handled by the freight department and subject to the published material handling prices.

GRATUITIES

The General Contractor and I&D companies signatory to the contractor with Teamsters Local 631 requests that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately to a supervisor of the contractor. Contracted employees are paid an excellent wage, and tipping is not an accepted policy.

IN GENERAL

All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regards to the Union's jurisdiction or practices must be directed to the General Contractor and the Union. Should you have any questions regarding the above please call Xpert Exposition Services at 702-248-8007.

FIRE & SAFETY***FIRE AND SAFETY REGULATIONS***

NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.

- 1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.
- 2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED.** No furniture, signs, easels, chairs, or displays may protrude into aisles.
- 3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
- 4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.
- 5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING.** Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or ¼ of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible and accessible at all times.
- 6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
- 7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING.** Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.
- 8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE-WIRE, #14 OR LARGER AWG COPPER WIRE.** Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved with built in over-load protectors.
- 9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE.** Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.
- 10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION.** Connectors must not be used to exceed their listed ampere rating.
- 11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS.** All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.
- 12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE.** Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
- 13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH.** Crates or raw flammable materials are not to be used as exhibit supports.
- 14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH.** Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE. All storage must be kept clear of electric cables or junction boxes.
- 15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

TERMS & CONDITION

The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of XPert EXPOSITION SERVICES in its sole discretion. Upon participation of any XPert EXPOSITION SERVICES show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once XPert EXPOSITION SERVICES has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to XPert EXPOSITION SERVICES or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

1. XPert EXPOSITION SERVICES and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage, or concealed damage as determined by XPert EXPOSITION SERVICES.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by XPert EXPOSITION SERVICES or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that XPert EXPOSITION SERVICES and its subcontractors are not responsible for the loss or disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to XPert EXPOSITION SERVICES or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
3. XPert EXPOSITION SERVICES and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to XPert EXPOSITION SERVICES in time to obtain the proper equipment.
4. XPert EXPOSITION SERVICES and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, and other events of force majeure.
5. XPert EXPOSITION SERVICES and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
6. XPert EXPOSITION SERVICES and its subcontractors are not insurers; i.e., XPert EXPOSITION SERVICES does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by XPert EXPOSITION SERVICES under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or on performance of services by XPert EXPOSITION SERVICES, or from the negligence of XPert EXPOSITION SERVICES, its subcontractors or their respective employees. If such loss or damage occurs, the liability of XPert EXPOSITION SERVICES and its subcontractors shall be limited to a sum equal to \$.50 per pound per article, with a maximum liability of \$100.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.
7. XPert EXPOSITION SERVICES will not be bound to honor any claim or action brought against XPert EXPOSITION SERVICES or its subcontractors more than 60 days after the date of incident.
8. XPert EXPOSITION SERVICES and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that XPert EXPOSITION SERVICES and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employees of XPert EXPOSITION SERVICES or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that XPert EXPOSITION SERVICES or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. XPert EXPOSITION SERVICES and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the XPert EXPOSITION SERVICES Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and XPert EXPOSITION SERVICES and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, XPert EXPOSITION SERVICES shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Exhibitor makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by XPert EXPOSITION SERVICES and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. XPert EXPOSITION SERVICES assumes no liability as a result of such rerouting or handling.
13. Dry and Cold Storage – Exhibitor stores products at its own risk. XPert EXPOSITION SERVICES assumes no liability or responsibility for dry or cold storage.
14. The Exhibitor agrees, in the event of a dispute with XPert EXPOSITION SERVICES or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to XPert EXPOSITION SERVICES for freight handling services or any other services provided by XPert EXPOSITION SERVICES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay XPert EXPOSITION SERVICES prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against XPert EXPOSITION SERVICES or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

CTS Camden Tradeshow & Event Furnishings



Chairs



CH101 BUNNY CHAIR
Black



CH102 JACOB CHAIR
Natural, White



CH103 LISA CHAIR
Black



CH104 EMMA CHAIR
Black, Red



CH106 STEFIE CHAIR
Red



CH107 CRISS CROSS CHAIR
Black, White



CH108 ALEX CHAIR
Black, White



CH111 LORETTA CHAIR
White



CH115 SWISS CHAIR
White



CH117 LOTUS CHAIR
White



CH119 DEVON CHAIR
Black, White



CH122 TERRY CHAIR
Black, White



CH123 BRYNN CHAIR
White

Bar Stools



BS100 ELITE BAR STOOL
Black



BS115 ALLURE BAR STOOL
Black, White



BS200 EQUINO STOOL, ADJUSTABLE
Black, Red, White



BS201 TICKEL STOOL, ADJUSTABLE
Black, Silver, White



BS202 CRISS CROSS BAR STOOL
Black, White



BS203 PLUS BAR STOOL
Black



BS204 FANNY BAR STOOL
Black, Red



BS206 JELLY BEAN
BAR STOOL, SWIVEL
Blue



BS207 STEFIE BAR STOOL
Clear, Orange



BS208 PLUSH BAR STOOL
White





BS209 BERNIE BAR STOOL
Black, White



BS213 FURGUS STOOL, ADJ.
White



BS214 JACOB BAR STOOL
Black, Natural, White



BS216 LORI BAR STOOL
White

Café Tables



CT200 TULIP TABLE 24" RND
Black, White



CT201 TULIP TABLE 30" RND
Black, Natural, White



CT202 TULIP TABLE 36" RND
Black, White



CT203 TULIP TABLE 42" RND
Black, White



CT300 PEDESTAL TABLE 24" RND
Black, White



CT301 PEDESTAL TABLE 30" RND
Black, Natural, White



CT302 PEDESTAL TABLE 36" RND
Black, White



CT303 PEDESTAL TABLE 42" RND
Black, White



CT304 STICK TABLE 42" RND
Glass



CT306 BISTRO TABLE 30" RND
Natural, White



CT307-32; CT307-36; CT307-42
TRAVE TABLE 32", 36", 42" RND
Glass



CT309 GALAXY TABLE 39" RND
Glass



CT310-23; CT310-31
CHRISTABEL TABLE 23", 31" RND
Aluminum



CT313 TORSBY TABLE
Glass



CT315 ARDEN TABLE 23" SQ
Aluminum



CT316 DOCK PEDESTAL TABLE 41" RND
White



CT318 MOLLY TABLE
White SQUARE



CT313 MOLLY TABLE RECTANGLE
White

Bar Tables
& Bars



CT405; BT405 MARTINI CAFE / BAR TABLE 24" RND - ADJUSTABLE
Black, Red, White



BT200 TULIP BAR TABLE 24" RND
Black, White



BT201 TULIP BAR TABLE 30" RND
Black, Natural, White



BT202 TULIP BAR TABLE 36" RND
Black, White



BT400 BAR PEDESTAL TABLE
24" RND
Black, White



BT401 BAR PEDESTAL TABLE
30" RND
Black, Natural, White



BT402 BAR PEDESTAL TABLE
36" RND
Black, White



BT403 URSULA BAR TABLE
32" RND
Glass



BT404-32; BT404-36
TRAVE BAR TABLE 32", 36" RND
Glass



BT406-23; BT406-31
CHRISTABEL BAR TABLE 23", 31" RND
Aluminum



BT407 INFORMATION COUNTER 48" (w) X 20" (d) X 40" (h)
Black, Coanac, Maple, White



BT408 MANHATTAN BAR
Black, Red, White



BT408-DL MANHATTAN DUAL BAR
Black, White



BT409 BRAVO BAR TABLE
Natural, White
30" RND



BT410 LONDON BAR TABLE
Black, White



BT411 SARAH BAR TABLE
Glass
24" RND



BT499 INFORMATION COUNTER
Cognac

LED Primo



LED PRIMO REMOTE



LED101 LED PRIMO SERVING BAR



LED101-DL LED PRIMO DUAL SERVING BAR



LED102 LED PRIMO BACK BAR



**LED102 LED PRIMO BACK BAR with
LED105 BOTTLE DISPLAY**



LED103 LED PRIMO SERVING BUFFET



LED104 LED PRIMO COCKTAIL TABLE



Conference
& Office
Chairs



CO500 OTTO CHAIR
Black, White



CO506 TASK STOOL
Black



CO507 TASK CHAIR
Black



**CO508 LEATHER HIGH
BACK CHAIR**
Black



**CO510 LEATHER GUEST
CHAIR**
Black



**CO515 OTTO HIGH
BACK CHAIR**
White



CO516 ALLURE OFFICE CHAIR
Black, White



**CO517 TERRY OFFICE
ARM CHAIR**
Brown



CF600-PED ROUND CONFERENCE TABLE 48" RND
Black, Cognac, Maple, White



CF600 ROUND CONFERENCE TABLE 48" RND
Black, Cognac, Maple, White



CF601 6' OVAL TABLE with WIRE MANAGEMENT
Black, Cognac, Maple, White



CF602 6' RECTANGULAR TABLE with WIRE MANAGEMENT
Black, Cognac, White

CF604 6' RECTANGULAR TABLE
with WIRE MANAGEMENT
Maple



CF605 8' OVAL TABLE with WIRE MANAGEMENT
Black, Cognac, Maple, White



CF606 8' RECTANGULAR TABLE with WIRE MANAGEMENT
Black, Cognac, Maple, White



CF609 10' OVAL TABLE with WIRE MANAGEMENT
Black, Cognac, Maple, White



CF610 10' RECTANGULAR TABLE with WIRE MANAGEMENT
Black, Cognac, Maple, White



CF611 12' RECTANGULAR TABLE with WIRE MANAGEMENT
Black, Cognac, Maple



CF611 12' OVAL TABLE with WIRE MANAGEMENT
Black



OF500 LETTER FILE LOCKABLE 4 DRW
Black



OF510 LEGAL FILE LOCKABLE 4 DRW
Grey



OF605 JACKSON DESK
White



OF610 DESK LOCKING 2 DRW
Black



OF611 LAURENCE DESK
Black



OF612 LAURENCE 5 SHELF UNIT
Black



OF613 LATERAL FILE LOCKING
Black



OF614 STORAGE CAB. LOCKING
Black



OF615 MADRID 5 SHELF UNIT
Glass



OF616 BJURSTA SIDEBOARD
Espresso



OF617 ANTIQUE SIDEBOARD
Black



OF618 TORSBY SIDEBOARD
White



OF619 JONAS DESK
White



OF621 SUSAN SIDEBOARD
Brown



OF622 BIBBY DISPLAY CABINET
White



OF625 EXPEDIT CUBE SHELF
Natural, Brown, White



OF626 CUBE PEDESTAL
24" (sq) X 40" (h)
Black, White



OF627 CUBE PEDESTAL
14" (sq) X 30" (h)
Black, White

Lounge
Seating



LG700 SAVONA LEATHER SOFA
Black, Red, White



LG701 SAVONA LEATHER CHAIR
Black, Red, White



LG702 MILES LEATHER BENCH
Black, Red, White



LG712 SANTA FE LEATHER CLUB CHAIR
Brown



LG713 COOK LEATHER SOFA
Black



LG714 COOK LEATHER LOVESEAT
Black



LG715 COOK LEATHER CLUB CHAIR
Black



LG718 MONTEREY LEATHER SOFA
Brown



LG719 MONTEREY LEATHER LOVESEAT
Brown



LG720 MONTEREY LEATHER CLUB CHAIR
Brown



LG723 MATCH CHAIR
White



LG726 CANAL LEATHERETTE SOFA
Black, Red, White

LG727 CANAL LEATHERETTE LOVESEAT
Black, Red, White

LG728 CANAL LEATHERETTE CLUB CHAIR
Black, Red, White



LG734 SOLSTA LEATHER CHAIR
Black



LG735 SOLSTA FABRIC CHAIR
Natural



LG738 CUBE LEATHERETTE OTTOMAN
Black, Brown, Red, White



LG739 ROUND LEATHERETTE OTTOMAN
Black, White



LG741 HAVAN LEATHER SOFA
Chocolate

Wallstreet Endless Seating



LG752 WALLSTREET LEATHER CHAIR
Black, White



LG753 WALLSTREET LEATHER LOVESEAT
Black, White



LG754 WALLSTREET LEATHER 3-SEAT SOFA
Black, White



LG755 WALLSTREET LEATHER 4-SEAT SOFA
Black, White



LG756 WALLSTREET LEATHER SECTIONAL
Black, White



LG757 WALLSTREET LEATHER SLIPPER CHAIR
Black, White



LG758 DIEGO LEATHER SOFA
White



LG759 DIEGO LEATHER LOVESEAT
White



LG760 DIEGO LEATHER SLIPPER CHAIR
White



LG761 DIEGO LEATHER CURVE OTTOMAN
White



LG761-PR DIEGO LEATHER CURVE OTTOMAN SERPENTINE PAIR
White



LG761-PR DIEGO LEATHER CURVE OTTOMAN PAIR
White



LG762 DIEGO LEATHER SQUARE OTTOMAN
White



LG801 BERNARDO LEATHER CHAIR with METALIC FRAME
Black, White



LG802 BERNARDO LEATHER CHAIR with WHITE FRAME
Black & White, White



LG805 FRANCO LEATHER CHAIR
White



LG900 NATALIE LEATHER CHAIR
Black, White



LG950 ELENA LEATHER OTTOMAN
Black, White



LG980-SM MILAN LEATHER BENCH, SMALL
Black, White



LG980-LG MILAN LEATHER BENCH. LARGE
Black, White



OT800 YIELD COCKTAIL TABLE GLASS
Black



OT801 YIELD END TABLE GLASS
Black



OT805 MADISON COCKTAIL TABLE
Black/Clear Glass



OT806 MADISON END TABLE
Black/Clear Glass



OT807 RAPPAPORT COCKTAIL TABLE
Cherry



OT808 RAPPAPORT END TABLE
Cherry



OT809 BRYAN COCKTAIL TABLE
Black



OT810 BRYAN END TABLE
Black



OT811 MONZA SQUARE COCKTAIL TABLE
Black/Glass



OT812 MONZA OVAL COCKTAIL TABLE
Black/Glass



OT813 MONZA END TABLE
Black/Glass



OT814 MONZA SOFA TABLE
Black/Glass



OT815 ABBY COCKTAIL TABLE
White



OT816 ABBY END TABLE
White



OT817 GRETA COCKTAIL TABLE
White



OT818 GRETA END TABLE
White



OT822 MADERA SOFA TABLE
Chocolate



OT823 LADOS SIDE TABLE
Glass



OT824 LADOS COCKTAIL TABLE
Glass



OT825 RICHIE COCKTAIL TABLE
Glass



OT827 KLUBBO SQUARE COCKTAIL TABLE
Wenge, White



OT828 KLUBBO END TABLE
Wenge, White



OT829 MAPLE COCKTAIL TABLE
Maple



OT830 MAPLE END TABLE
Maple



OT832 GLACIER COCKTAIL TABLE
Glass



OT833 GLACIER END TABLE
Glass



OT840 CUBE COCKTAIL TABLE RECTANGLE
Black, White





OT841 CUBE COCKTAIL TABLE SQUARE
Black, White



OT842 CUBE END TABLE
Black, White



OT850 SPENCER COCKTAIL TABLE
Brush Metal



OT851 SPENCER END TABLE
Brush Metal



OT860 OZZIE COCKTAIL TABLE
White



OT861 OZZIE END TABLE
White



OT870 SETTE SOFA TABLE
Glass

Extras
& Utility



EU107 COAT TREE
Aluminum



EU108 ZEDUP 6
POCKET LIT RACK
Silver



EU111 REFRIGERATOR 4.4 CF
Black/Stainless



EU112 CABINET
5-SHELF LOCKABLE
Gray



EU113 BAG
STAND 3-ARM
Silver



EU114 SIGN &
LITERATURE HOLDER
Black



EU115 10 POCKET
LITERATURE HOLDER
Black



EU116 FULL SIZE
REFRIGERATOR
Black/Stainless



EU200 TRASH CAN
44 GALLON
Gray



EU250 42" TOWER
FAN with REMOTE
Black



EU995 LOCKERS
18 CUBES with LOCKS
Gray



EU998 STANCHION
Chrome



EU999 6' VELOUR ROPE
Black



LP900 SOLARIS
FLOOR LAMP
Black



LP901 BELLA
FLOOR LAMP
Chrome/Black, Chrome/White



LP904 SOLARIS
TABLE LAMP
Black



LP905 BELLA TABLE LAMP
Chrome/Black, Chrome/White



LP906 GALAXY
TABLE LAMP
White



LP911 GALAXY
FLOOR LAMP
White



LP950 TWILIGHT
TABLE LAMP
Black, White



LP960 QUASAR
FLOOR LAMP
Translucent



LP961 QUASAR
TABLE LAMP
Translucent



LP970 COSMIC
FLOOR LAMP
Chrome



LP980 SUN TABLE
LAMP
White



LP990 PLASMA
FLOOR LAMP
Chrome



LP995 JUPITER
TABLE LAMP
Chrome



LP997 GALACTIC
FLOOR LAMP
Chrome

Thank you for your interest in our custom rental furnishings. Please visit our website, www.CamdenTradeShow.com, to place an order and for access to continuously updated new offerings. If we do not carry a certain piece that you have your eye on then we will relentlessly pursue its acquisition to help complete your vision.



Mission Statement

Camden Tradeshow & Event Furnishings is a provider of rental furniture for the tradeshow & event industry, with their corporate office based in Las Vegas, NV. It is our mission to provide a variety of exceptional furniture rental solutions for your next convention, tradeshow, meeting or special event. Our inventory of seating, tables, lounge settings & lighting includes the newest trends in the industry. Whether you're planning a tradeshow display, product launch or special event, Camden Tradeshow & Event Furnishings helps assure the event is unique and memorable.

We continually strive and pride ourselves in offering unparalleled customer service, competitive pricing, and the quickest turnaround, which sets an industry standard that surpasses all the rest.



About Us

Camden Tradeshow & Event Furnishings approaches meeting each client's needs with a fierce sense of urgency. We pride ourselves in providing unparalleled customer service, the best pricing available, quick turnaround times, and seamless execution of show site logistics.

ITEM #	DESCRIPTION	WxDxH	COLOR	PRICE	QTY	TOTAL
CHAIRS						
CH101	BUNNY CHAIR	20x19x18	BLK	80		
CH102	JACOB CHAIR	19x18x18	NAT WHT	85		
CH103	LISA CHAIR	22x22x18	BLK	85		
CH104	EMMA CHAIR	18x20x18	BLK RED	95		
CH106	STEFIE CHAIR	17x17x18	RED	90		
CH107	CRISS CROSS CHAIR	18x22x18	BLK WHT	105		
CH108	ALEX CHAIR	18x19x18	BLK WHT	95		
CH111	LORETTA CHAIR	19x21x18	WHT	80		
CH115	SWISS CHAIR	25x19x18	WHT	85		
CH117	LOTUS CHAIR	19x18x18	WHT	95		
CH119	DEVON CHAIR	22x20x19	BLK WHT	120		
CH122	TERRY CHAIR	17x16x17	BLK WHT	95		
CH123	BRYNN CHAIR	17x17x18	WHT	85		
BAR STOOLS						
BS100	ELITE BAR STOOL	23x18x30	BLK	145		
BS115	ALLURE BAR STOOL, ADJ.	22x18x22-31	BLK WHT	160		
BS200	EQUINO BAR STOOL, ADJ.	14x16x26-30	BLK RED WHT	140		
BS201	TICKEL BAR STOOL, ADJ.	18x16x23-31	BLK SIL WHT	125		
BS202	CRISS CROSS BAR STOOL	16x16x30	BLK WHT	140		
BS203	PLUS BAR STOOL	19x20x28	BLK	120		
BS204	FANNY BAR STOOL	17x17x30	BLK RED	125		
BS206	JELLY BEAN BAR STOOL	17x21x30	BLU	150		
BS207	STEFIE BAR STOOL	14x14x31	CLR ORN	130		
BS208	PLUSH BAR STOOL	15x15x31	WHT	140		
BS209	BERNIE BAR STOOL	15x31	BLK WHT	80		
BS213	FURGUS BAR STOOL, ADJ.	14x17x23-32	WHT	115		
BS214	JACOB BAR STOOL	20x19x30	BLK NAT WHT	130		
BS216	LORI BAR STOOL	15x16x29	WHT	130		
CAFÉ TABLES						
CT200	TULIP TABLE 24" RND	24x30	BLK WHT	125		
CT201	TULIP TABLE 30" RND	30x30	BLK NAT WHT	135		
CT202	TULIP TABLE 36" RND	36x30	BLK WHT	145		
CT203	TULIP TABLE 42" RND	42x30	BLK WHT	160		
CT300	PEDESTAL TABLE 24"RND	24x30	BLK WHT	110		
CT301	PEDESTAL TABLE 30"RND	30x30	BLK NAT WHT	120		
CT302	PEDESTAL TABLE 36"RND	36x30	BLK WHT	130		
CT303	PEDESTAL TABLE 42"RND	42x30	BLK WHT	145		
CT304	STICK TABLE 42"RND	42x30	GLASS	145		
CT306	BISTRO TABLE 30"RND	30x30	NAT WHT	135		
CT307-32	TRAVE TABLE 32"RND	32x30	GLASS	145		
CT307-36	TRAVE TABLE 36"RND	36x30	GLASS	160		
CT307-42	TRAVE TABLE 42"RND	42x30	GLASS	175		
CT309	GALAXY TABLE 39"RND	39x30	GLASS	210		
CT310-23	CHRISTABEL TABLE 23"RND	23x28	ALUM	120		

Show Name

Exhibitor Name

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ITEM #	DESCRIPTION	WxDxH	COLOR	PRICE	QTY	TOTAL
CAFÉ TABLES (CONTINUED)						
CT310-31	CHRISTABEL TABLE 31"RND	31x28	ALUM	130		
CT313	TORSBY TABLE	33x71x29	GLASS	290		
CT315	ARDEN TABLE 23"SQ	23x23x28	ALUM	120		
CT316	DOCK PEDESTAL TABLE 41"RND	41x29	WHT	200		
CT318	MOLLY TABLE - SQUARE	29x29x29	WHT	150		
CT319	MOLLY TABLE LG - RECTANGLE	30x69x29	WHT	270		
CT405	MARTINI CAFÉ TBL ADJ. 24" RD	24x26-36	BLK RED WHT	140		
LED PRIMO						
LED101	LED PRIMO SERVING BAR	60x30x48	WHT	880		
LED101-DL	LED PRIMO DUAL SERVING BAR	120x30x48	WHT	1760		
LED102	LED PRIMO BACK BAR	71x30x43	WHT	580		
LED103	LED PRIMO SERVING BUFFET	72x30x35	WHT	540		
LED104	LED PRIMO COCKTAIL TABLE	30x30x42	WHT	250		
LED105	LED PRIMO BOTTLE DISPLAY	24x12x12	WHT	125		
LED110	LED PRIMO BATTERY PACK	6x6x1	SILV	75		
BAR TABLES & BARS						
BT200	TULIP BAR TABLE 24"RND	24x42	BLK WHT	135		
BT201	TULIP BAR TABLE 30" RND	30x42	BLK NAT WHT	145		
BT202	TULIP BAR TABLE 36" RND	36x42	BLK WHT	155		
BT400	BAR PEDESTAL TABLE 24"RND	24x42	BLK WHT	120		
BT401	BAR PEDESTAL TABLE 30"RND	30x42	BLK NAT WHT	130		
BT402	BAR PEDESTAL TABLE 36"RND	36x42	BLK WHT	140		
BT403	URSULA BAR TABLE 32" RND	32x42	GLASS	160		
BT404-32	TRAVE BAR TABLE 32"RND	32x42	GLASS	165		
BT404-36	TRAVE BAR TABLE 36"RND	36x42	GLASS	180		
BT405	MARTINI BAR TBL, ADJ. 24"RND	24x26-36	BLK RED WHT	140		
BT406-23	CHRISTABEL BAR TBL 23"RND	23x43	ALUM	130		
BT406-31	CHRISTABEL BAR TBL 31"RND	31x43	ALUM	145		
BT407	INFORMATION COUNTER	48x20x40	BLK COG MAP WHT	350		
BT408	MANHATTAN BAR	62x29x42	BLK RED WHT	550		
BT408-DL	MANHATTAN DUAL BAR	124x29x42	BLK WHT	1,100		
BT409	BRAVO BAR TABLE 30"RND	30x42	NAT WHT	150		
BT410	LONDON BAR TABLE	47x19x44	BLK WHT	325		
BT411	SARAH BAR TABLE 24"RND	24x42	GLASS	145		
BT499	INFO COUNTER FULL DOOR	48x24x40	COG	500		
CONFERENCE & OFFICE CHAIRS						
CO500	OTTO CHAIR	24x21x18-21	BLK WHT	150		
CO506	TASK STOOL	20x23x23-27	BLK	110		
CO507	TASK CHAIR	20x23x18-22	BLK	100		
CO508	LEATHER HIGH BACK CHAIR	26x27x20	BLK	150		
CO510	LEATHER GUEST CHAIR	26x27x20	BLK	130		
CO515	OTTO HIGH BACK CHAIR	24x21x18-21	WHT	175		
CO516	ALLURE OFFICE CHAIR NO ARMS	20x19x18-21	BLK WHT	125		
CO517	TERRY OFFICE CHAIR	23x19x17-21	BRW	135		

Booth #

ITEM #	DESCRIPTION	WxDxH	COLOR	PRICE	QTY	TOTAL
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CONFERENCE TABLES

CF600-PED	ROUND CONFERENCE TABLE	48x30	BLK COG MAP WHT	225		
CF600	ROUND CONFERENCE TABLE	48x30	BLK COG MAP WHT	225		
CF601	6' OVAL TABLE W/WIRE MGMT.	36x72x30	BLK COG MAP WHT	275		
CF602	6' RECT. TABLE W/WIRE MGMT.	36x72x30	BLK COG WHT	275		
CF604	6' RECT. TABLE W/WIRE MGMT.	33x72x30	MAP	275		
CF605	8' OVAL TABLE W/WIRE MGMT.	42x96x30	BLK COG MAP WHT	325		
CF606	8' RECT. TABLE W/WIRE MGMT.	42x96x30	BLK COG MAP WHT	325		
CF609	10' OVAL TABLE W/WIRE MGMT.	42x120x30	BLK COG MAP WHT	550		
CF610	10' RECT. TABLE W/WIRE MGMT.	42x120x30	BLK COG MAP WHT	550		
CF611	12' RECT. TABLE W/WIRE MGMT.	48x144x30	BLK COG MAP	650		
CF614	12' OVAL TABLE W/WIRE MGMT.	48x144x30	BLK	650		

OFFICE FURNITURE

OF500	4DR LETTER FILE CAB, LOCKING	15x25x52	BLK	230		
OF510	4DR LEGAL FILE CAB, LOCKING	18x25x52	GRAY	250		
OF605	JACKSON DESK	56x20x30	WHT	225		
OF610	DESK 2 DRAWER LOCKING	60x30x29	BLK	325		
OF611	LAURENCE DESK	48x26x32	BLK	275		
OF612	LAURENCE 5-SHELF UNIT	35x15x68	BLK	165		
OF613	LATERAL FILE, LOCKING	36x24x29	BLK	275		
OF614	STORAGE CAB-LOCKING	36x20x29	BLK	275		
OF615	MADRID 5-SHELF UNIT	30x14x67	GLASS	165		
OF616	BJURSTA SIDEBORD	61x16x27	ESPRESSO	335		
OF617	ANTIQUE SIDEBORD	36x18x30	BLK	225		
OF618	TORSBY SIDEBORD	59x15x29	WHT	375		
OF619	JONAS DESK	55x25x29	WHT	220		
OF621	SUSAN SIDEBORD	45x18x34	BRW	325		
OF622	BIBBY DISPLAY CABINET	16x13x69	WHT	200		
OF625	EXPEDIT CUBE SHELF	31x15x58	NAT BRW WHT	140		
OF626	CUBE PEDESTAL 40"H	24x24x40	BLK WHT	210		
OF627	CUBE PEDESTAL 30"H	14x14x30	BLK WHT	150		

LOUNGE SEATING

LG700	SAVONA LEATHER SOFA	60x30x32	BLK RED WHT	525		
LG701	SAVONA LEATHER CHAIR	31x30x32	BLK RED WHT	375		
LG702	MILES LEATHER BENCH	62x20x16	BLK RED WHT	325		
LG712	SANTA FE LEATHER CLUB CHR	41x39x36	BRW	325		
LG713	COOK LEATHER SOFA	74x33x31	BLK	375		
LG714	COOK LEATHER LOVESEAT	58x33x31	BLK	350		
LG715	COOK LEATHER CLUB CHAIR	32x33x31	BLK	325		
LG718	MONTEREY LEATHER SOFA	84x39x36	BRW	375		
LG719	MONTEREY LEATH. LOVESEAT	62x39x36	BRW	350		
LG720	MONTEREY LEATH CLUB CHR	41x39x36	BRW	325		
LG723	MATCH CHAIR	24x25x29	WHT	135		
LG726	CANAL LEATHERETTE SOFA	86x34x26	BLK RED WHT	350		
LG727	CANAL LEATHERETTE LOVEST.	54x34x26	BLK RED WHT	325		
LG728	CANAL LEATHERETTE CLB CHR	38x34x26	BLK RED WHT	300		
LG734	SOLSTA LEATHER CHAIR	26x24x25	BLK	165		

Show Name

Exhibitor Name

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ITEM #	DESCRIPTION	WxDxH	COLOR	PRICE	QTY	TOTAL
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LOUNGE SEATING (CONTINUED)

LG735	SOLSTA FABRIC CHAIR	26x24x25	NATURAL	165		
LG738	CUBE LEATHERETTE OTTOMAN	17x17x18	BLK BRW RED WHT	100		
LG739	RND LEATHERETTE OTTOMAN	33x18	BLK WHT	140		
LG741	HAVANA LEATHER SOFA	84x37x37	CHOCOLATE	375		
LG752	WALLSTREET LEATHER CHAIR	31x28x30	BLK WHT	325		
LG753	WALL ST LEATHER LOVESEAT	54x28x30	BLK WHT	350		
LG754	WALL ST LEATHER 3-SEAT SOFA	77x28x30	BLK WHT	400		
LG755	WALL ST LEATHER 4-SEAT SOFA	100x28x30	BLK WHT	500		
LG756	WALL ST LEATHER SECTIONAL	105x55x30	BLK WHT	600		
LG757	WALL ST LEATH SLIPPER CHAIR	23x28x30	BLK WHT	250		
LG758	DIEGO LEATHER SOFA	72x24x30	WHT	525		
LG759	DIEGO LEATHER LOVESEAT	48x24x30	WHT	450		
LG760	DIEGO SLIPPER CHAIR	24x24x30	WHT	350		
LG732	DIEGO L-SHAPED OTTOMAN	48x48x18	WHT	325		
LG733	DIEGO LIGHT BOX	24x24x24	WHT	200		
LG761	DIEGO CURVE OTTOMAN	72x27x17	WHT	350		
LG761-PR	DIEGO CURVE OTTOMAN - PAIR	144x27x17	WHT	700		
LG762	DIEGO SQUARE OTTOMAN	48x48x17	WHT	325		
LG801	BERNARDO LEATH CHR, METAL.	36x41x21	BLK WHT	400		
LG802	BERNARDO LEATH CHR, WHITE	36x41x21	WHT B&W	400		
LG805	FRANCO LEATHER CHAIR	30x26x19	WHT	375		
LG900	NATALIE LEATHER CHAIR	27x22x18	BLK WHT	285		
LG950	ELENA LEATHER OTTOMAN	18x18x18	BLK WHT	125		
LG980-SM	MILAN LEATHER BENCH, SMALL	40x14x18	BLK WHT	225		
LG980-LG	MILAN LEATHER BENCH, LARGE	59x14x18	BLK WHT	300		

OCCASSIONAL TABLES

OT800	YIELD COCKTAIL TBL GLASS	44x22x15	BLK	150		
OT801	YIELD END TABLE GLASS	22x16x18	BLK	125		
OT805	MADISON COCKTAIL TABLE	28x18	BLK/GLASS	150		
OT806	MADISON END TABLE	18x22	BLK/GLASS	125		
OT807	RAPPAPORT COCKTAIL TBL	48x24x18	CHERRY	150		
OT808	RAPPAPORT END TABLE	22x20x18	CHERRY	125		
OT809	BRYAN COCKTAIL TABLE	47x24x16	BLK	140		
OT810	BRYAN END TABLE	22x22x21	BLK	125		
OT811	MONZA SQ. COCKTAIL TBL	40x40x20	BLK/GLASS	160		
OT812	MONZA OVAL COCKTAIL TBL	50x32x17	BLK/GLASS	150		
OT813	MONZA END TABLE	25x25x22	BLK/GLASS	125		
OT814	MONZA SOFA TABLE	48x18x30	BLK/GLASS	160		
OT815	ABBY COCKTAIL TABLE	47x23x14	WHT	165		
OT816	ABBY END TABLE	23x23x20	WHT	140		
OT817	GRETA COCKTAIL TABLE	35x35x15	WHT	200		
OT818	GRETA END TABLE	23x23x18	WHT	150		
OT822	MADERA SOFA TABLE	47x16x34	CHOCOLATE	220		
OT823	LADOS SIDE TABLE	20x20x20	GLASS	125		
OT824	LADOS COCKTAIL TABLE	47x25x16	GLASS	150		
OT825	RICHEL COCKTAIL TABLE	53x24x18	GLASS	150		

Booth #

ITEM #	DESCRIPTION	WxDxH	COLOR	PRICE	QTY	TOTAL
OCCASSIONAL TABLES (CONTINUED)						
OT827	KLUBBO COCKTAIL TABLE	31x31x15	WENGE WHT	150		
OT828	KLUBBO END TABLE	20x20x18	WENGE WHT	140		
OT829	MAPLE COCKTAIL TABLE	47x24x19	MAPLE	125		
OT830	MAPLE END TABLE	24x24x20	MAPLE	110		
OT832	GLACIER COCKTAIL TABLE	42x21x17	GLASS	150		
OT833	GLACIER END TABLE	20x20x19	GLASS	125		
OT840	CUBE RECT. COCKTAIL TABLE	23x47x17	BLK WHT	175		
OT841	CUBE SQUARE COCKTAIL TABLE	30x30x17	BLK WHT	175		
OT842	CUBE END TABLE	22x22x22	BLK WHT	150		
OT850	SPENCER COCKTAIL TABLE	48x24x12	BROSHED METAL	300		
OT851	SPENCER END TABLE	16x16x16	BROSHED METAL	175		
OT860	OZZIE COCKTAIL TABLE	32x15	WHT	150		
OT861	OZZIE END TABLE	24x20	WHT	125		
OT870	SETTE SOFA TABLE	47x16x31.5	GLASS	180		

EXTRAS & UTILITY

EU107	COAT TREE	14x71	ALUM	60		
EU108	ZEDUP 6 POCKET LIT RACK	58"	SILVER	105		
EU111	REFRIGERATOR 4.4 CF	19x21x33	BLK	185		
EU112	CABINET 5-SHELF LOCKABLE	36x20x72	GRAY	295		
EU113	BAG STAND 3-ARM	22x44	SLVR	65		
EU114	SIGN & LIT. HOLDER (HOLDS SIGN 20.875W X 27.5H X 3/16 THICK)	22x15x68	BLK	150		
EU115	10 POCKET LITERATURE RACK	55"	BLK	120		
EU116	REFRIGERATOR FULL SIZE	28x30x64	STAINLESS STEE	500		
EU200	TRASH CAN 44 GALLON	24x31.5	GRAY	45		
EU250	TOWER FAN 42" W/REMOTE	13x42	BLK	95		

Company Information:

Company

Address

City

State

Zip

Contact

Phone

Fax

Email

ITEM #	DESCRIPTION	WxDxH	COLOR	PRICE	QTY	TOTAL
EXTRAS & UTILITY (CONTINUED)						
EU995	LOCKERS 18 CUBE W/ LOCKS	36x18x72	GRAY	600		
EU998	STANCHION	13x36	CHROME	35		
EU999	6' VELVET ROPE	72" L	BLK	25		
LIGHTING						
LP900	SOLARIS FLOOR LAMP	8x65	BLK	165		
LP901	BELLA FLOOR LAMP	6x74	BLK WHT	150		
LP904	SOLARIS TABLE LAMP	8x30	BLK	100		
LP905	BELLA TABLE LAMP	9x37	BLK WHT	100		
LP906	GALAXY TABLE LAMP	20x31	WHT	75		
LP911	GALAXY FLOOR LAMP	20x60	WHT	125		
LP950	TWILIGHT TABLE LAMP	12x16	BLK WHT	100		
LP960	QUASAR FLOOR LAMP	15x65	TRANSPARENT	225		
LP961	QUASAR TABLE LAMP	15x22	TRANSPARENT	125		
LP970	COSMIC FLOOR LAMP	45x86.5	CHROME	175		
LP980	SUN TABLE LAMP	16x16.5	WHT	125		
LP990	PLASMA FLOOR LAMP	90x88	CHROME	300		
LP995	JUPITER TABLE LAMP	17x22	CHROME	100		
LP997	GALACTIC FLOOR LAMP	65x80	CHROME	200		

SUBTOTAL

30% LATE FEE

RENTAL TAX (8.1% LAS VEGAS)

FREIGHT & DELIVERY (if applicable)

TOTAL

Delivery Information:

Show

Location

Show Dates

Exhibitor

Booth #

Special Instructions

Onsite

Cell #

Payment Information:

Please Circle Payment Type:

Company Check

American Express

Visa

Mastercard

Credit Card #

Exp. Date

Security Code

Cardholder

Billing Address

City

State

Zip

Signature

LATE ORDERS: Orders received within 21 days prior to show opening will incur a 30% late fee.

Payment Policy: All orders must be prepaid. Payment can be made by credit card or company check no later than 14 days prior to delivery date.

Cancellation Policy: Orders cancelled within 3 days prior to move-in will be charged a 50% cancellation fee. Cancellations made after move-in begins will receive no refund. Orders that require CTS to purchase additional inventory are nonrefundable.

Delivery Policy: Standard delivery is the day before the show opens on straight time. If show opens on a weekend, your order will be delivered the Friday prior to show opening on straight time. You may be subject to drayage charges by the show contractor for moving furniture from dock to exhibit space. Check your show manual for this information.

Damage Waiver: Rental prices include coverage against normal wear and tear. Client is responsible for loss or damage due to negligence or abuse.

Sales & Use Tax: Sales and use tax applies. Sales and use tax can be waived by providing CTS with a current resale certificate for the state where the rental is taking place.

South Point Production Services

South Point Hotel Casino Spa
9777 Las Vegas Blvd S.
Las Vegas NV 89183
Fax 702-797-8051



Event Name: _____ Event Date: _____

- **TO RECEIVE DISCOUNT RATES, THIS ORDER WITH PAYMENT MUST ARRIVE WITHIN 7 DAYS PRIOR TO THE EVENT DATE, OTHERWISE STANDARD RATES PLUS TIME AND MATERIAL APPLY.**

Please type or print information

Exhibiting Firm				Booth		
Telephone Number			Fax			
Address						
City			State		Zip	
Email Address						
Contact at Show						
Authorized Person						

PAYMENT POLICY

Important: this section must be completed before this order can be processed.

A CREDIT CARD IS REQUIRED TO GUARANTEE ALL ORDERS AND AS A DEPOSIT AGAINST ADDITIONAL LABOR AND / OR SERVICES.

Payment of any balances may be made by company check upon request at the service desk, but a credit card must be on file. Any balance outstanding as of the close of show will be charged to your account.

Refunds will only be given if order is canceled in writing at least seven days prior to the show.

Choose Credit Card Type							
Discover	()	VISA	()	MasterCard	()	American Express	()
Credit Card Number							
Expiration Date				Security Code			
Name							
Authorized Signature							
Cardholder Phone							
CC Billing Address							
City			State		Zip		

Audio Video Rental and Services

South Point Production Services is a full service audio and visual supplier. Below is a list of our most commonly rented equipment, this list is not exclusive, please provide us with your audio and visual needs and we will gladly send you a quote. All rentals will incur a \$25.00 minimum set up fee. Additional labor will be billed by the quarter hour at \$50.00 per hour regular time \$90.00 for overtime or after hours.

South Point Audio Video Pricing

Video Equipment

DVD Player	\$75.00
42" LCD Flat Screen	\$195.00
Stand for 42" Flat Screen	\$100.00
60" Flat Panel w/ Stand HD	\$300.00

Meeting Support

Table Top Lectern	\$30.00
Podium	\$50.00
Overhead Projector	\$35.00
Flip Chart with Markers	\$35.00
White Board w/ Markers	\$70.00
Tech Table w/ Power	\$25.00
Projection Stand	\$25.00
Laser Pointer	\$35.00
USB Computer Remote	\$35.00
Digital Speaker Timer	\$100.00

Video and Data Projectors

LCD Projector 2,200 Lumen XGA	\$250.00
LCD Wide Format Projector 5,000 Lumen	\$500.00
DLP HD Wide Format Projector 10,000 Lumen	\$1,000.00
6'x6' Tripod Screen	\$50.00
8'x8' Cradle Screen	\$60.00
10'x10' Cradle Base Screen	\$85.00
9'x12' Standard Format Fast Fold Screen	\$150.00
11 ½ x 15' Standard Format Fast Fold Screen	\$250.00
9'x16' Wide Format Fast Fold Screen	\$250.00
12.5'x21' Wide Format Fast Fold	\$350.00

Audio Equipment

Standard Lectern Microphone	\$45.00
Dynamic Microphone with Switch	\$50.00
Shure Beta 58 Wired Microphone	\$50.00

*** All rentals subject to 8.1% local sales tax.**

Audio Video Rental and Services

Handheld Wireless Microphone	\$135.00
Wireless Lavalier	\$135.00
Wireless Headset	\$135.00
Sound Craft 12 Channel Mixer	\$95.00
Mackie TT 24 Digital Mixer	\$200.00
Press Feed Unit	\$125.00
10" Powered Speaker / Monitor	\$75.00
12" Powered Speaker / Monitor	\$100.00
15" Powered Speaker	\$200.00
15" Powered Sub	\$100.00
Speaker Stands	\$25.00
Microphone Stands	\$15.00
PCDi Transformer	\$35.00

Lighting

½ Ton Chain Motor	\$135.00
12"x12"x10' Box Truss	\$45.00
ETC Par Bars (6 Light)	\$150.00
Standard Theatrical Light	\$25.00
Robe 575 E AT Spot	\$200.00
Robe 575 E AT Wash	\$200.00
4 Light Blinder	\$50.00
Hogg IPC Dimmer Control	\$250.00
ETC Smart Fade	\$150.00

A/V Labor

All scheduled tech labor has a 4 hour minimum call time. Overtime begins after 10 hours. Time is billed at actual time after 4 hours. Short turnaround and crash (late request) penalties may apply for turnarounds less than 10 hours, and new labor request less than 24 hours. After 6 hours a meal period must be given; 1 hour off clock or ½ hour on clock.

	<u>Basic</u> per hour	<u>Overtime</u> Per Hour
Technicians	\$50.00	\$75.00
Skilled Technicians	\$75.00	\$115.00
Rigger	\$95.00	\$145.00

*** All rentals subject to 8.1% local sales tax.**



INTERNET ORDER FORM

Please return orders to:

Rich Niederman, Catering Director
E-mail: niedermanr@southpointcasino.com
FAX: (702) 797-8051
Telephone: (702) 797-8060

CONVENTION / GROUP NAME:		INSTALLATION DATE:		DISCONNECT DATE:	
COMPANY NAME:		LOCATION:			
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:		FAX:	E-MAIL:		
SERVICE	DESCRIPTION	PRICE FIRST DAY	PRICE FOR EACH ADDITIONAL DAY	# OF DAYS	SUBTOTAL
Single Connection - 24 hours	One (1) computer *	\$195.00	\$75.00		\$
Dual Connection - 24 hours	Two (2) computers *	\$295.00	\$115.00		
Business Support - 24 hours	Up to ten (10) computers *	\$395.00	\$175.00		
Business Deluxe - 24 hours	Up to twenty (20) computers *	\$495.00	\$395.00		
Business Preferred - 24 hours	Unlimited access (per location) includes three (3) public status IPs	\$750.00	\$450.00		

* Please be advised that there is one access code for each computer. Access codes cannot be shared. Once a code had been utilized, it cannot be transferred to another computer. If you choose to go wireless, you must stay wireless. Or, if you go wired, you must stay wired throughout the length of that code.

ADDITIONAL SERVICES & EQUIPMENT				SUBTOTAL	
All equipment is based on 80%.					
SERVICES & EQUIPMENT	DESCRIPTION	FLAT FEE	QUANTITY		SUBTOTAL
Static IP Address (Public)	Additional Static IP Address	\$75.00			
10/100 Ethernet Switch	8, 16, and 24 Port Switches	\$145.00			
Cat5e Cable (for wired service)	Cat5e (up to 50 feet per cable)	\$25.00			
Wireless Access Point (for Business Preferred only)	Custom SSID / Shared Key	\$145.00			
Dedicated On-site Tech	Reserve a Dedicated Tech	\$100 / per hour			
Expedite Fee	Orders must be received at least seven (7) days prior to Event to avoid an Expedite Fee.	\$200.00			
TOTAL				\$	\$

Customer acknowledges acceptance of all terms/prices stated within this purchase order by signing below and returning the *complete original* to the South Point Hotel.
The undersigned hereby expressly warrants that he/she is authorized on behalf of Company to enter the commitments and to sign this purchase order.

CUSTOMER AUTHORIZED SIGNATURE:

ORDERED BY (Please print name):

All credit card information to be completed on the South Point Credit Card Authorization Form and must accompany this purchase order.

Telephone Services

South Point Production Services is the exclusive provider of phone services. Listed below are our current rates for basic services. If additional services are necessary, please contact South Point Production Services to discuss your needs. All services will incur a \$25.00 minimum set up fee. Additional labor will be billed by the quarter hour at \$50.00 per hour regular time \$90.00 for overtime or after hours.

Phone Services

Type of Service Needed			Discount Rate (First Day)	Standard Rate (Per Day)	Additional Days	Total
Analog Dial Tone (w/ instrument)			\$175.00	\$225.00	\$175.00	
Multi Line Telephone			\$150.00	\$300.00	\$150.00	
ISDN / BRI Service (Line Only)			\$200.00	\$400.00	\$200.00	
Conference Unit w/ Dial Tone			\$200.00	\$400.00	\$200.00	
Motorola Radio Rental			\$20.00	\$40.00	\$20.00	
Restrictions (Check one)		()	Local & 800 Only	()	Unrestricted*	
*(Standard Long Distance Charges Apply, Rates available upon request.)						

Please indicate connect and disconnect times for phone service

Connect service by

Disconnect by

Date _____ Time _____

Date _____ Time _____

Rigging Services

South Point Production Services is responsible for all rigging including supervision, assembly, installation, and removal of signs and trusses. All work is billed by the half hour with a one hour minimum. Price includes up to two riggers and scissor lift. Cancellations within 24 hours of load in will result in a charge of one hour. Any rigging point exceeding 200 lbs will require the use of a hoist.

Rates

	Advance Discount	Standard	Show Site
Rate	\$400.00	\$500.00	\$625.00

Advanced Discount is only available to orders received at least 10 days prior to the load in date of the show.

Standard rates apply to orders received between 10 days and 24 hours prior to load in.

Show Site rates apply to orders received at the show site.

Additional Labor per hour	Advance Discount	Standard	Show Site
Straight Time	\$60.00	\$75.00	\$100.00
Overtime	\$120.00	\$150.00	\$200.00

Straight time: Monday through Friday 8:00 am till 5:00 pm

Overtime: All other times Monday through Friday and all day Saturday, Sunday and Holidays.

Type of sign:

Structural ☐ Banner ☐ Systems ☐

Shape of sign

Square ☐ Rectangle ☐ Triangle ☐ Circle ☐ Other ☐ _____

Dimensions & weight of sign

Width _____ Length _____ Height _____ Weight _____

Number of structural pick points _____

Hanging height of the top of the sign from the floor (In Feet) _____

Does your sign require electricity? (Yes ☐ No ☐) *Power must be ordered separately*

Is your sign motor driven? (Yes ☐ No ☐)

Does your sign require assembly? (Yes ☐ No ☐)

Please use the Booth Layout Work Sheet to indicate location and direction of sign. Sign will be hung in accordance with the Booth Layout Work Sheet. If you would like to have a representative present during install, it is your responsibility to be available at the time of install. Please call to make arrangements.

Contact information:

Contact Name	
Phone	Email
Date/ Time of arrival	
Hotel / Emergency Contact Number	

Notes:

Booth Layout Work Sheet

You may make copies of this sheet for different elements. Please use the 10 x 10 grid to mark the location of items in your booth. In booths larger than 10 x 10 please mark the location in feet. Please mark the direction of signs. Please mark all neighboring booth numbers.

Front of Booth
Neighbor Booth # _____

Left
Neighbor Booth # _____

Right
Neighbor Booth # _____

Rear of booth
Neighbor Booth # _____

NOTES: _____

Exhibit Booth Cleaning

Dates: _____

Booth Number

Booth Cleaning (Once A Day)
(End of day vacuuming and waste removal)

Cost per day

*100 sq. ft minimum

(sq. ft. = \$0.33/sq. ft. per day \$
(Advance Order)

X

$$=$$

Credit Card
(Form Attached)

South Point Representative

South Point Production Services

South Point Hotel Casino Spa
9777 Las Vegas Blvd S.
Las Vegas NV 89183
Fax 702-797-8051



Welcome to the South Point, It is our pleasure to have you as a visitor and we ask that you please comply with State and Local Fire Codes and the South Point building policies.

NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS.

All materials used in exhibit construction, decoration, or as a temporary cover **MUST BE CERTIFIED AS FLAME RETARDANT** or a sample must be available for testing.

ALL EXITS AND EXIT AISLES must be kept clear and unobstructed. Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.

ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS must be visible and accessible.

NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL EQUIPMENT. Materials for handouts must be limited to one-day supply and stored neatly within the booth. IF NOT REMOVED BY SHOW OPENING, SHOW DECORATOR WILL REMOVE AND STORE AT EXHIBITOR'S EXPENSE.

HARD WALLS MUST BE NINE (9) INCHES FROM PROPERTY LINE FOR ACCESS TO ELECTRICAL EQUIPMENT.

All 110 VOLT EXTENSION CORDS shall be 3-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords.

CUBE TAP ADAPTERS ARE PROHIBITED. Multi-plug connectors must be UL approved with built-in overload protection.

ELECTRICAL WORK UNDER CARPETS must be done, or supervised by the South Point. Round cords are not authorized under carpet.

VEHICLES ON DISPLAY must have filler caps sealed and batteries must be disconnected. VEHICLES BEING UNLOADED must not be left with engines idling.

HALOGEN LAMPS MUST BE IN UL OR RECOGNIZED LABORATORY APPROVED METALLIC FIXTURE. Halogen lamps are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb. Certain forms of halogen lamps have been completely prohibited. Contact the Event Coordinator for a current copy of the halogen ban statement.

COMPRESSED GAS CYLINDERS, INCLUDING LPG, are prohibited unless approved by the Office of Fire Protection and Safety. No cylinders will remain in the facility overnight.

THE USE OR STORAGE OF FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED inside of the buildings, exceptions must be approved by the South Point management. Paint spraying must be done outside the building.

Areas enclosed by solid walls and ceiling must be provided with APPROVED SMOKE DETECTORS.

IN PLACES OF PUBLIC ASSEMBLY, any two-story booth with only one stairway must have a sign stating maximum occupancy – 10 people.

For questions or further information, please contact your Event Coordinator

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 01/16/14

E ☐ M ☐



ELECTRICAL EXHIBITION SERVICES
6705 S. Eastern Ave., Las Vegas, NV 89119
Ph: (702) 385-6911 Fax: (702) 385-1810
lasvegas@edlen.com

COMPANY:	BTH #
EVENT:	INTERNATIONAL CLEANING EXPERTS
FACILITY:	SOUTH POINT
DATES:	JANUARY 30-31, 2014
	EVENT# 014014LV

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS
120 VOLT POWER DELIVERY The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.
208/480V POWER DELIVERY AND CONNECTIONS The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.
ISLAND BOOTHS Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.
24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.
DEDICATED OUTLETS For a dedicated outlet order a 20 amp outlet.
MATERIAL DELIVERY Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.
CANCELLATIONS Credits will not be made for services delivered and not used. See back of form for additional details.
TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.
Form 120/208-042012

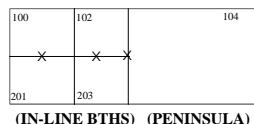
ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event																																																																																																																																																																																																																		
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TERMS & CONDITIONS

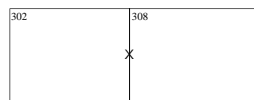
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

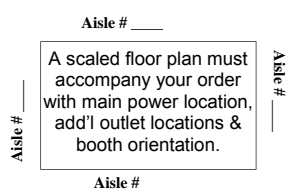
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



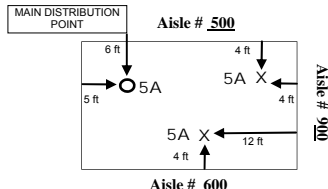
(IN-LINE BTHS) (PENINSULA)



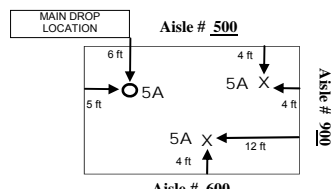
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

ELECTRICAL LABOR FORM

(Page 1 of 2)

Advance Payment Deadline Date: 01/16/14



ELECTRICAL EXHIBITION SERVICES
6705 S. Eastern Ave., Las Vegas, NV 89119
Ph: (702) 385-6911 Fax: (702) 385-1810
lasvegas@edlen.com

COMPANY:

BTH #

EVENT: INTERNATIONAL CLEANING EXPERTS

FACILITY: SOUTH POINT

DATES: JANUARY 30-31, 2014

EVENT# 014014LV

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

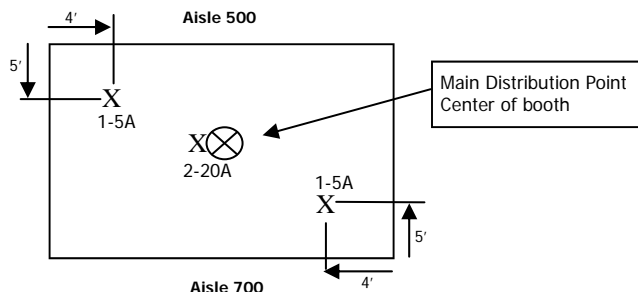
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|---|--|
| 1. Electrical distribution under carpet and flooring. | 5. Wiring of overhead signs. |
| 2. Electrical distribution overhead and/ or through booth structure. | 6. Condor (for installation of electrical signs and/or rotators). |
| 3. Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment. | 7. Forklift (for installation of electrical headers and/or light boxes). |
| 4. Lighting used as spot or flood lights. | 8. All video monitors, plasmas, LCD/ LED. |
| | 9. Assembly and hanging of all static lighting and truss. |

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- Floor Plan layout of your booth space
 - Floor plans must include exact outlet locations with dimensions or be to scale
 - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
 - Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.
 - Edlen will proceed on straight time whenever possible. However, Edlen must follow event installation schedules which may require overtime installation/ dismantle.

Example: 20x30 Island Booth



- Date you will begin building your booth _____ Estimated time _____
- Show Site Contact with authority to make additions or changes to your order
Contact Name _____
Contact Company _____
Contact Cell # _____
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

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Advance Payment Deadline Date: 01/16/14



ELECTRICAL EXHIBITION SERVICES
6705 S. Eastern Ave., Las Vegas, NV 89119
Ph: (702) 385-6911 Fax: (702) 385-1810
lasvegas@edlen.com

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ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time 90.00 per hour

Monday-Friday 8:00am - 5:00pm, excluding holidays

Overtime 180.00 per hour

Monday-Friday 5:00pm - 8:00am, all day Saturday, Sunday & Holidays

LIFT RATES

Lift 227.00 per hour

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	

SHOW SITE SUPERVISOR

Contact Name:		Company:	
Cell Number:		Email address:	

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 01/16/14



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EXHIBITOR INFORMATION			
COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
SIGNATURE:		PRINT NAME:	
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover and Wire Transfers. Indicate form of payment below.

☐ COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event # listed above on your remittance.

☐ BANK WIRE TRANSFER INFORMATION *

Bank transfer to Bank of America

Wire Transfer:

ABA#: 026009593 Acct: 33855214

International Wire Transfer:

Swift Code: BOFAUS3N Acct: 33855214

ACH Direct Deposit

ABA# 125000024 Acct: 33855214

* 25\$ processing fee MUST be included with transfer.

☐ CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ VISA

☐ MASTERCARD

☐ AMX

☐ DISCOVER

CHECK AND CREDIT CARD INFORMATION

CHECK #									
CREDIT CARD NUMBER:								EXP DATE:	
CARD HOLDER SIGN:					PRINT NAME:				
EMAIL ADDRESS:								THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE									
ADDRESS:					CITY:		ST:		ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

**PLEASE
SIGN**

AUTHORIZED SIGNATURE

PRINT NAME

DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
TOTAL DUE	